

CLASSIFICATION SPECIFICATION FOR: COUNTER TECHNICIAN

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.

POSITION SUMMARY

The Counter Technician performs a variety of duties providing service to the public at the Central Permits Counter for the Community Development, Building and Engineering Departments. These duties include accepting and reviewing building and engineering permits, calculating and collecting fees, and providing procedural and policy information to the public at the counter and by telephone.

ESSENTIAL FUNCTIONS STATEMENTS Essential responsibilities and duties may include, but are not limited to, the following:

1. Explains ordinances and procedures to applicants at counter and on phone.
2. Assists in processing building and engineering applications.
3. Coordinates between departments for permit processing.
4. Calculates and receives fees.
5. Prepares vicinity maps and mailing lists.
6. Checks applications for completeness.
7. Handles several types of applications independently.
8. Performs record keeping and filing of data
9. Performs related duties and responsibilities as required.

REQUIRED EDUCATION, EXPERIENCE AND TRAINING Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

- Completion of the twelfth grade or equivalent.
- Three years of experience which provided familiarity in the planning, building, engineering functions or a closely related field.
- Public counter experience with public contact.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Basic business mathematics.
- Basic terminology and symbols of maps and construction plans and specifications.
- Record keeping and report preparation.
- Standard office administrative procedures and practices.
- Basic business English.

Ability to:

- Read and interpret maps, plans and specifications.
- Make accurate mathematical calculations.
- Answer inquiries and provide technical information.
- Learn and apply technical knowledge related to Central Permits activities.

Each of these essential tasks must be performed individually and unassisted by other persons, since this class of employment requires an ability to work alone

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Possession of a valid Class C driver's license.
- Fifteen (15) semester units of college coursework preferably in subjects such as drafting, building construction, engineering or a closely related field.

PHYSICAL DEMANDS

Employees must be able to maintain physical condition necessary for prolonged periods of time; repetitively use fingers and/or wrists while twisting or applying pressure; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties.

WORK ENVIRONMENT

Employees work indoors in a computerized office environment, in direct contact with other Town personnel and the public.

FLSA: Non-exempt

PROPERTY INTEREST:

Classification is represented by the Town Employees Association.

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